

DRAFT

2022 REORGANIZATION MEETING

DATE: JANUARY 12, 2022

7:00 PM

Before the meeting was called to order, Supervisor Valentine administered the Oath of Office to Town Clerk Zappala. Town Clerk Zappala then administered the Oath of Office to Councilman Ardisana, Councilman Courtenay and Councilman Holdridge.

PRESENT: SUPERVISOR VALENTINE, COUNCILMAN ARDISANA, COUNCILMAN COURTENAY, COUNCILMAN HOLDRIDGE, COUNCILWOMAN SMITH

CALL TO ORDER SALUTE TO FLAG

ON A MOTION OFFERED BY Councilwoman Smith and second by Councilman Ardisana to approve the following:

- 1) SET MEETINGS FOR YEAR 2nd and 4th Wednesday of each month, 7pm - Town Hall (unless otherwise posted)
- 2) ADOPT MODIFIED ROBERTS RULES

Resolved, That the rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Town of Chester in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the Town of Chester and any special rules of order the Town of Chester may adopt.

- 3) ADOPT RULES OF CONDUCT AND DECORUM (SEE ATTACHED)
- 4) DESIGNATE OFFICIAL DEPOSITORIES Key Bank, Sterling National, Orange Bank & Trust
- 5) 5)DESIGNATE OFFICIAL NEWSPAPER: Times Herald Record
- 6) DESIGNATE POLLING PLACES: District 1,2 & 5 (First Presbyterian Church of Chester), District 3, 7, and 12
- 7) (Chester Public Library), Districts 4, 6, 10, 11 (Trout Brook Firehouse), Districts 8 & 9 (Whispering Hills Clubhouse #1).
- 8) ADOPT PROCUREMENT POLICY (SEE ATTACHED)
- 9) ADOPT WRITTEN INVESTMENT POLICY (SEE ATTACHED)
- 10) ADOPT FEE SCHEDULE (SEE ATTACHED)

With revisions to:

Peddler's Permits

1 month:	\$185
2 months:	\$285
6 months:	\$685

Transient Merchant

3 months:	\$485
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Sugar Loaf Performing Arts Center

Weekday/Night	\$2,500/8 hours
Weekend	\$2,500/8 hours + \$250 p/hr overtime

Pavilion

Weekday/Night	\$750/4 hours
Weekend	\$750/4 hours
Party Rental	\$750 p/night
Concert Rental	\$750 p/night + \$1 p/ticket

Parks' Rental Fee (New Category)

Seasonal Day Camp Rental Rate for Parks (Carpenter Field, Chester Commons)

\$100 per day - off hours (Monday-Friday)

AUTHORIZATIONS:

10)SCHOOL ATTENDANCE AT EXPENSE OF TOWN WITH PERMISSION GRANTED BY THE TOWN BOARD.

11)DAILY MEAL ALLOWANCE FOR CONFERENCES: Reimbursement Of Meals Up To \$50./Day.

12)AUTHORIZE PAYMENT OF UTILITY BILLS AS THEY ARE RECEIVED AND POSTAGE AS NEEDED.

13)SET RATE OF MILEAGE COMPENSATION FOR PERSONAL VEHICLES: 58.5 cents per mile as per IRS 2022 rate.

VOTE: AYES 5: VALENTINE, ARDISANA, COURTENAY, HOLDRIDGE, SMITH **ADOPTED**

RESOLUTION BY THE TOWN OF CHESTER RELATING TO THE OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

ON A MOTION OFFERED BY Councilwoman Smith, seconded by Councilman Holdridge

WHEREAS, various sections of the state Town Law and Public Officers Law require that certain municipal officials execute an Official Undertaking; and

WHEREAS, it is required by law that the Town Board approve the Official Undertaking as to its form and manner of execution and the sufficiency of the insurance, and

WHEREAS, the Town Board of the Town of Chester hereby requires the Supervisor, Town Clerk, Receiver of Taxes, Town Justices and Highway Superintendent to execute said Official Undertaking as required by said law;

NOW, THEREFORE BE IT RESOLVED that we, the Town Board of the Town of Chester approve the document "Town of Chester Official Undertaking of Municipal Officers" as to its form and manner of execution and the sufficiency of the insurance, and

BE IT FURTHER RESOLVED that the Town of Chester does and shall maintain insurance coverage, presently with the Western Surety Company (Insurance Company), in the sum of One Hundred Thousand and NO/100 (\$100,000.00) Dollars for

the Town elected officials and other Town employees, as well as One Million and NO/100 (\$1,000,000.00) Dollars for the Town Receiver of Taxes, to indemnify against losses through the failure of the officers, clerks and employees covered thereunder to faithfully perform their duties or to account properly for monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered thereunder, and

BE IT FURTHER RESOLVED that said Official Undertaking containing the notarized signatures of those named municipal officials be filed in the Office of the Town Clerk, as well as the original copies of the Insurance policies indicating the sufficiency of the sureties to indemnify the Town against losses which may arise from failure of such officials to properly discharge their duties.

The law requires that the original undertaking, containing the notarized signatures of the above officers, be filed in the Town Clerk's Office. The original or copy of the Town's insurance policy must also be filed in the Town Clerk's Office.

The Town Board of the Town of Chester approved the foregoing undertaking as to its form and manner and the sufficiency of the surety, by resolution adopted on January 12, 2022.

Town of Chester Official Undertaking of Municipal Officers

NOW, THEREFORE, we as respective officers above, do hereby undertake with the Town of Chester that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law, and

This undertaking of the Town Supervisor is further conditioned upon that he will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into his hands as such Supervisor, and

This undertaking of the Town of Receiver of Taxes is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Receiver of Taxes and Assessments; and

This is followed by a signature page for the Town officers including their name, position and Town:

VOTE: AYES 5: VALENTINE, ARDISANA, COURTENAY, HOLDRIDGE, SMITH ADOPTED

Robert Valentine, Chester Town Supervisor

Linda A. Zappala, Chester Town Clerk

Vincent Maniscalco, Receiver of Taxes – Town of Chester

Janet M. Haislip, Chester Town Justice

Sharon Worthy-Spiegl, Chester Town Justice

John Reilly, III, Chester Town Highway Superintendent

Each signature must be notarized for each Officer and is considered part of the undertaking.

STATE OF NEW YORK: COUNTY OF ORANGE:

: SS

On the ____ day of _____, 2022 before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or provided me on the bases of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by this signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

NOTARY – STATE OF NEW YORK

STANDARD WORK DAY RESOLUTION

ON A MOTION OFFERED BY Councilwoman Smith and second by Councilman Courtenay to adopt the following resolution.

BE IT RESOLVED, that the Town of Chester, Location code 30466 hereby establishes the standard work day of 8 hours per day for all Police, Highway and Water Department employees and 6 hours per day for all other employees including elected and appointed official and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system records or the records of activities maintained and submitted to the Clerk of this body by April 15, 2022.

VOTE: AYES 5: VALENTINE, ARDISANA, COURTENAY, HOLDRIDGE, SMITH

ADOPTED

APPOINTMENTS

ON A MOTION OFFERED BY Councilwoman Smith and second by Councilman Courtenay to approve the following appointments:

POLICE COMMISSION: Town Board

DEPUTY SUPERVISOR: Cynthia Smith

AUTHORIZE DEPUTY'S SIGNATURE IN ABSENCE OF SUPERVISOR: Cynthia Smith

TOWN CLERK APPOINTS DEPUTY: Heidi Schmid

TOWN CLERK APPOINTS DEPUTY: Nanette Batista-Perez

AUTHORIZE DEPUTY'S SIGNATURE IN ABSENCE OF TOWN CLERK: Heidi Schmid

TOWN REGISTRAR: Linda A. Zappala

TOWN CLERK APPOINTS DEPUTY TOWN REGISTRAR: Heidi Schmid

RECORDS ACCESS OFFICER: Linda A. Zappala

WATER BILLING CLERK: Linda A. Zappala

SECRETARY TO SUPERVISOR: Julie Tiller

COURT CLERKS: Kathleen Moran and Patricia Hechinger

DEPUTY COURT CLERK: Arlene Rittenhouse

EMERGENCY MANAGEMENT OFFICER: Chief of Police Doellinger

ANIMAL CONTROL OFFICER: Warwick Valley Humane Society

VOTE: AYES 5: VALENTINE, ARDISANA, COURTENAY, HOLDRIDGE, SMITH

ADOPTED

CONSULTANTS

ON A MOTION OFFERED BY Councilwoman Smith and second by Councilman Ardisana to approve the following appointments:

ATTORNEY FOR THE TOWN: Bonacic, McMahon

SPECIAL PROSECUTOR: John H. Bach, Esq.

ENGINEER FOR THE TOWN: Fusco Engineering

AUDITING FIRM: Philip Mynio, CPA

HISTORIAN: Clifton Patrick

PLANNER: vacant

DISCUSSION: Councilman Holdridge asked the status on the vacancy for Planner. Supervisor Valentine explained that Engineer Fusco has been filling in for the vacancy. Councilman Holdridge asked that the Board consider a request for proposals.

VOTE: AYES 5: VALENTINE, ARDISANA, COURTENAY, HOLDRIDGE, SMITH

ADOPTED

BOARD MEMBER APPOINTMENTS

ON A MOTION OFFERED BY Councilwoman Smith and second by Councilman Courtenay to approve the following appointments and request a letter of interest for vacancies:

PLANNING BOARD MEMBER FOR TERM ENDING 12-31-28: Don Serotta

PLANNING BOARD CHAIR FOR TERM ENDING 12-31-22 (annual): Don Serotta

ZONING BOARD CHAIR FOR TERM ENDING 12-31-22 (annual): Gregg Feigelson

ZONING BOARD OF APPEALS ALT. MEMBER FOR TERM ENDING 12-31-2025 – vacant

ZONING BOARD MEMBER FOR TERM ENDING 12-31-26: Walter Popailo

ETHICS FOR TERM ENDING 12-31-23 (current term expired) – vacant

ETHICS FOR TERM ENDING 12-31-23: Maria Arias

ETHICS FOR TERM ENDING 12-31-23: Tim Diltz

BOARD OF ASSESSMENT REVIEW FOR TERM ENDING 9/30/2026: Jean Mundy)

BOARD OF ASSESSMENT REVIEW MEMBER FOR TERM ENDING 9-30-24 – vacant

LIBRARY BOARD OF TRUSTEE FOR TERM ENDING 12-31-26 - vacant

VOTE: AYES 5: VALENTINE, ARDISANA, COURTENAY, HOLDRIDGE, SMITH

ADOPTED

COMMITTEE LIASONS

ON A MOTION OFFERED BY Councilwoman Smith and second by Councilman Holdridge to approve the following committee liaisons:

AMBULANCE:

appoint Antonio Ardisana, Brandon Holdridge

ASSESSOR:

appoint Robert Valentine

BUILDINGS:

appoint Robert Valentine

REPRESENTATIVES TO MOODNA BASIN SEWER COMMISSION:

appoint Cynthia Smith, Robert Courtenay

HIGHWAY:

appoint Robert Valentine, Robert Courtenay

PARK & RECREATION:

appoint Cynthia Smith, Brandon Holdridge

PLANNING AND ZONING:

appoint Robert Valentine

WATER:

appoint Robert Valentine

SLPAC:

appoint Robert Courtenay

GRANTS:

appoint Brandon Holdridge

UNION CONTRACTS:

appoint Robert Courtenay, Robert Valentine

COMPREHENSIVE PLAN/COMMUNITY PRESERVATION PLAN/OPEN SPACE PLAN COMMITTEE:

appoint Robert Courtenay, Brandon Holdridge

LIASON – SENATOR SKOUFIS:

appoint Brandon Holdridge

LIASON – ASSEMBLYMAN COLIN SCHMITT:

appoint Robert Courtenay

VOTE: AYES 5: VALENTINE, ARDISANA, COURTENAY, HOLDRIDGE, SMITH

ADOPTED

SALARIES

ON A MOTION OFFERED BY Councilwoman Smith and second by Councilman Courtenay to approve the following salary and wages:

Title	2022 (3% increase)
Supervisor Valentine	\$ 66,279.73 no increase
Deputy Supervisor Smith	\$ 22,090.57 no increase
Council (2)	\$ 16,463.03 no increase
Council Courtenay	\$ 15,983.52 no increase
Town Clerk Zappala	\$ 90,841.67 no increase
Hwy Superintendent (John Reilly)	\$ 80,000.00 no increase
Justice Haislip	\$ 34,649.28 no increase
Justice Worthy-Spiegl	\$ 33,494.27 no increase
Receiver of Taxes Maniscalco	\$ 19,187.19 no increase
Cleaning Person Szulwalch	\$ 33,470.74
Budget Officer	\$ 15,000.00 no increase
Water Billing Clerk	\$ 9,537.86 no increase
Water Administrators (2)	\$ 3,500.00 no increase
Planning Board Chairman Serotta	\$ 21,620.93 no increase
Zoning Board Chairman Feigleson	\$ 3,687.58 no increase
Planning Board Members (6)	\$ 4,120.80 no increase
Zoning Board Members (5)	\$ 1,176.65 no increase
Board of Assessment Chairman	\$ 742.85 no increase
Board of Assessment Members (3)	\$ 630.93 no increase
Camp Counselors	as per budget
Parks Dept. Seasonal Employees	as per budget
Historian Patrick	\$ 1,558.24
Emergency Management Officer	\$ 100.00 no increase
Deputy Town Clerk Schmid	\$34.97
Deputy Town Clerk Batista-Perez	\$31.47
Account Clerk Town Clerk Office Griffin	\$34.97
Senior Secretary Supervisor's Office McPhee	\$39.14
Secretary to Supervisor Tiller	\$27.97
Hwy Superintendent Clerk Thom	\$34.97
Court Clerk Hechinger	\$34.97
Court Clerk Moran	\$34.97
Deputy Court Clerk Rittenhouse	\$34.97
Building Inspector Burchianti	\$39.14
Building Department Clerk McKenna	\$34.97
Planning and Zoning Clerk Melissa Foote	\$23.18
Building Maintenance Mechanic Taggart	\$30.39
Laborer Grohl	\$29.16
Recreation Director Popailo	\$34.97
Recreation Aide Deshler	\$26.52
Account Clerk Palmer	\$34.97

PT Court Officer Deluca	\$27.99
PT Court Officer Rosengrant	\$27.99
PT Assessor Clerk Scalia	\$24.98
PT Assessor Clerk Maraglino	\$24.98
PT Police Clerk (Vacant)	TBD
PT Police Clerk Petraro	\$24.98

HIGHWAY

Ragone	\$38.94
Bell	\$37.62
Keating	\$37.62
Meyer	\$37.62
Morris	\$37.62
Phillips	\$37.62
Quackenbush	\$37.62
Stoddard	\$37.62
Utter	\$37.62
Wright	\$37.62
Young	\$37.62
McGowan	\$95,742.40
Cocks	\$34.47
Mardula	\$24.43

POLICE

Chief Doellinger	\$157,253.85
Administrative Sergeant Vitale	\$67.00
Sergeant Slowick	\$64.08
Sergeant D'Agnese	\$60.39
Sergeant Dugan	\$53.17
Detective Slaughter	\$53.30
Officer Bird	\$53.30
Officer Calderone	\$48.34
Officer Chambers	\$48.34
Officer Dunlop	\$48.34
Officer Grahn	\$31.15
Officer Perez (+SRO)	\$55.73
Officer Santosky-Wright	\$50.76
Officer Stack	\$48.34
Officer Weinstein	\$50.76
PT Officer Maglione	\$27.99

RULES OF CONDUCT AND DECORUM AT TOWN MEETINGS

Whereas, the New York State Open Meeting Law (Article 7, Public Officers Law) gives members of the public the right to attend meetings of public bodies but does not give the public the right to speak or otherwise participate at those meetings, except at public hearings and under other limited circumstances, and

Whereas, New York State Town Law authorizes a Town Board to enact rules and regulations regarding the conduct of public meetings and public hearings conducted by the Town Board, and the New York State committee on Open Government has agreed that a public body can adopt reasonable rules that treat members of the public equally, and

Whereas, the Committee on Open Government has stated that any such rules could serve as a basis for preventing verbal interruptions, shouting or other outbursts, as well as slanderous or obscene language or signs, and that a Town Board could regulate actions of the public attending meetings so as not to interfere with meeting or prevent others in attendance from observing or hearing the deliberative process, and

Whereas, a Town Board has the responsibility to insure that everyone has the right to participate in a public hearing and therefore can reasonably limit the length and general nature of public comments to the subject of the public hearing so that a Town Board can consider various points of view, and

Whereas, Town Board can limit other comments from the public at Town Board meetings to a specific time set in the agenda for public participation and comment.

Now, therefore, be it resolved by the Town Board of the Town of Chester that the Town Board hereby adopts the following rules for public participation at the meetings of the Town Board:

1. Except for public hearings duly designated as such by action of the Town Board, public participation at meetings of the Town Board shall be limited to the public participation segment of the agenda of town Board meetings and not at Town Board workshops.
2. Public comment, whether during the public participation segment of the Town Board meetings or during a duly designated public hearing, shall be limited to three minutes per person. An individual's time may not be given or traded to other speakers or reserved for other portions of the meeting.
3. Any person wishing to speak at a public meeting during the public participation segment or during a public hearing must sign the sign-in sheet upon entering the room, when sign in sheet is available, indicating his or her intention to speak, which sheet will be used by the Supervisor or the presiding officer to recognize speakers.
4. Any individual wishing to speak during the public participation segment or during a public hearing, when a sign-in sheet is not available, shall raise his or her hand. When recognized by the Supervisor or the presiding officer, the individual must stand and state his or her name and, if appropriate, group affiliation, and must state the subject he or she will be addressing.
5. The Town Clerk shall act as timekeeper or shall designate another elected official a timekeeper.

6. Members of the Town Board, speakers and audience members must observe proper decorum. Any statements made during the meeting or during a public hearing by the supervisor, members of the Town Board, town officials or employees, or members of the general public shall not involve personal, impertinent, or slanderous attacks on individuals, regardless of whether the individual so attacked is an elected official, a town official or employee, or a member of the general public.
7. The Supervisor or the presiding officer shall control the meeting. The use of profane, vulgar, inflammatory, threatening, abusive, or disparaging language or racial or ethnic slurs directed at the Supervisor, members of the town board, members of the general public, or statements by a person attending the meeting which are not made during the public participation segment of the agenda or during a public hearing, shall not be tolerated.
8. It is inappropriate to utilize a public meeting for the purpose of making political speeches, including threats of political action and the same will not be allowed.
9. Comments by speakers must be addressed to the Town Board. Attendees may not address the Town Board unless recognized by the Supervisor or presiding officer.
10. Discussion between speakers and attendees of the public meeting or hearing are prohibited. A speaker may disagree with or support prior speakers in comments directed to the Town Board.
11. Banners, flyers or other signs are not permitted in the meeting room. Distribution of flyers in the meeting room is also not permitted.
12. If the Supervisor or the presiding officer fails to enforce the rules set forth above, any member of the Town Board may move to require him or her to do so, and an affirmative vote of a majority of the Town Board shall require him or her to do so. Any decision relating to enforcement of the rules set for the above may be appealed and overturned by a vote of a majority of Town Board members.
13. Any person who disregards the directives of the Supervisor or the presiding officer in enforcing the rules or who generally conducts himself or herself in a boisterous or inappropriate manner while addressing the Town Board disturbs the peace at a meeting and will be barred from further participation and forfeit any balance of time remaining for his or her comments.
14. If a speaker who has violated these rules refuses to step down, the Supervisor or presiding officer may ask for the individual to be removed from the meeting room and charged with disorderly conduct as per the Penal Law. The above rules shall take effect at the next meeting of the Town Board after the adoption of these rules.
15. The above rules shall take effect at the next meeting of the Town Board after the adoption of these rules.

SCHEDULE OF FEES

Please see Town of Chester Code **Section 48 - Fees** for definitions of rules and procedures.

A *Request for a Work Session* or a *Complete Application* must be submitted prior to appearing in front of the Planning Board.

The Board requires separate checks for application and escrow fees.

Section 1: Request for a Work Session Section
2: Land Subdivision
Section 3: Site Plan Review
Section 4: Escrow Deposits
Section 5: Other Fees

Section 1: Request for a Work Session

Appearance Fee (Payable prior to Work Session):

\$250 plus any costs of any professional services to review the request.

*****This is a \$250 **nonrefundable** fee when attending a work session. It will be applied toward your application fee if proceeding to a full application*****

Section 2: Land Subdivision

1. **Application Fee** (Payable at time of application):
Includes Five Work Sessions/Planning Board meetings plus a Public Hearing. A \$ 250 fee will be payable with each meeting in excess of six.
Lot line change: \$500.
Subdivision of less than 10 lots: \$1000 plus \$100 per newly created lot.
Subdivision of 10 lots or more: \$2,000, plus \$100 per newly created lot.
2. **Cost of professional services** required in the subdivision review process. (See Section 4: Escrow Fees)
3. **Public Improvements Inspection Fee:** 6% of the value of the public improvements.
(Payable at Final Approval)
Recreation fee in lieu of parkland: \$2,000 per each newly created lot or dwelling unit
(Payable at Final Approval)
4. **Public Hearing Fee:**
Newspaper Publication and Certified Mailings: All costs to be paid by applicant. Mailing List (To be supplied by Planning Board Secretary)
First 25 parcels: \$75
Each parcel after 25: \$ 1

Section 3: Site Plan Review

Application Fee (Payable at time of application):

Includes Five Work Sessions/Planning Board meetings plus a Public Hearing. A \$ 250 fee will be payable with each meeting in excess of six.

Residential Site:

\$500 plus \$100 per dwelling unit.

Commercial Site:

Under 5000 square feet

\$ 250 plus \$ 50 per 1,000 square feet of floor area.

Between 5,000 to 10,000 square feet

\$ 500 plus \$ 50 per 1,000 square feet of floor area.

Over 10,000 square feet

\$ 1,000 plus \$ 50 per 1,000 square feet of floor area

Telecommunications Facility (New): \$ 5000

1. **Cost of professional services** required in the subdivision review process. (See Section 4: Escrow Fees)
2. **Public Improvements Inspection Fee:** 6% of the value of the public improvements. (Payable at Final Approval)
3. **Recreation fee in lieu of parkland:** \$2,000 per each newly created lot or dwelling unit (Payable at Final Approval)
4. **Public Hearing Fee:**
Newspaper Publication and Certified Mailings: All costs to be paid by applicant. Mailing List (To be supplied by Planning Board Secretary)
First 25 parcels: \$75
Each parcel after 25: \$1

Section 4: Escrow

The Town of Chester Planning Board shall compute the initial escrow charge in accordance with the following schedule:

Lot line Change: \$1000

Residential subdivision: \$1000 per lot for each lot up to five lots and \$250 per lot for each lot over five lots.

Commercial subdivision: \$2,000 per lot for each lot up to five lots, and \$500 per lot for each lot over five lots.

Multifamily residential site plans: \$250 per unit for each unit up to 50 units, plus \$100 per unit for each unit over 50 units.

Commercial or other nonresidential site plans: \$1,000, plus \$250 per 1,000 square feet of building floor area or part thereof.

SEQRA (State Environmental Quality Review Act)	
Short environmental assessment form:	\$250
Long environmental assessment form:	\$1,000
Environmental impact statement:	\$7,500
SWPPP (Storm Water Pollution Prevention Plan)	
For the first 1 -5 acres disturbed:	\$1000
Per acre over 5 acres disturbed:	\$250

Please Note: Large scale projects are required to deposit a minimum of 1/3 of the total escrow at the time of application submittal.

Section 5: Other Fees

Architectural Review: \$ 250 per each work session/Planning Board meeting plus any costs of any professional services to review the request.

Telecommunications Facility (Renewal) \$ 2500.00

ZONING BOARD OF APPEALS

Zoning Fees – Residential Area Variance or Interpretation	\$175.00
Commerical/Industrial Variances	275.00
Use Variance	350.00
Work Session	75.00

Mailing List (For Public Hearings): \$75 (first 25 addresses)
Each Address after 25 addresses: \$1

BUILDING INSPECTOR FEES as of 2/12/20

(1) General Building Department Fees:

(a) Building Permit Fees:

[1] For Building permit applications, the fees shall be Fifty Dollars plus

- [a] One Dollar Twenty-Five cents (\$1.25) per square foot for commercial and residential structures.
- [b] Fifty cents (\$.50) per square foot for the cost of improvement for agricultural buildings, renovations, alterations, conversions and change of use or occupancy,
- [c] In-Ground pools (\$300.00),
Above Ground pools (\$100),
- [d] Accessory buildings of 160 sq.ft. or less shall be \$100.00) all other accessory buildings shall be subject to (\$.25) sq. ft.
- [e] The fee for deck construction shall be (\$.65) sq. ft.
- [f] Alterations/conversions to shell buildings (\$.75) sq. ft.

(2) *BUILDING PERMIT FEES ARE NON-REFUNDABLE AFTER ISSUANCE.

(3) (a) If, during the course of construction, the Building Inspector finds violations of any municipal or governmental regulations, codes or ordinances, then the applicant shall pay an additional re- inspection fee of Fifty Dollars (\$50.00) per additional inspection of the site.

(b) Certificate of Occupancy and Certificate of Compliance. The fee for a Certificate of Occupancy shall be Fifty Dollars (\$50.00), plus the final calculated cost of the Improvement, which exceeds the sum contained in the building permit application plus Fifty Dollars (\$50.00) per additional inspection. There shall be no charge of a certificate of Compliance.

(c) For miscellaneous letters requested from the Building Inspector and for request for copies of Certificates, the fee shall be Fifty Dollars (\$50.00), plus Fifty Dollars per additional inspection.

(d) Title Searches, which include copies of Certificates of Occupancy, re-issue of Certificates, a Street Report and a Violation Report letter, the fee shall be Two Hundred Dollars (\$200.00)

(e) Miscellaneous permit fee improvements:

Demolition fee: One Hundred Fifty Dollars (\$150.00)

Electrical upgrade and alteration or extension of existing wiring fee: One Hundred Dollars (\$100.00)

Solid Fuel (wood/pellet stove) heating appliance fee: One Hundred Fifty Dollars (\$150.00) Septic system/replacement/modification fee: Two Hundred Dollars (\$200.00)

Sign Permit fee: Fifty Dollars (\$50.00)

Building Permit Extension fee: One Hundred Dollars (\$100.00) Soil

Movement Permit fee: Two Hundred Fifty Dollars (\$250.00)

Underground oil storage tank removal or abandonment fee: Two Hundred Dollars (\$200.00)

Tent Fee: 0

BILLBOARD PROJECT FEES

<u>APPLICATION FEE ESCROW</u>			<u>BUILDING PERMIT FEE</u>	<u>DE-COMMISSION</u>
DIGITAL	\$1,500	\$2,000	\$1 PER SQ FT PLUS \$50	
STATIC	\$1,000	\$2,000	\$1 PER SQ FT PLUS \$50	

SOLAR PROJECT FEES as of 2/12/20

<u>APPLICATION FEE</u>		<u>ESCROW</u>	<u>BUILDING PERMIT FEE</u>	<u>DE-COMMISSION</u>
RESIDENTIAL	\$ 500		.50 PER SQ FT PLUS \$100	
COMMERCIAL (small scale)	1,500	\$ 5,000	\$10,000	TBD by PB
COMMERCIAL (large scale)	2,500	10,000	20,000	TBD by PB

TOWN CLERK FEES:

FALSE ALARM FINES:

Section 34 of the Code of the Town of Chester (Amended 2/14/18 by Local Law 1 of 2018)

First offense is a warning.

The second false alarm reported during any period shall be considered to be a violation which shall be punishable by a fine of \$100.00.

For the third and each subsequent violation during any period, an adjudged violator may be subjected to a fine of \$200.00 for a third false alarm, \$250.00 for a fourth false alarm, up to a maximum of \$400.00 or a term of imprisonment not to exceed 10 days.

An invoice for the fee associated with each false alarm, as described above, shall be generated by the Town Clerk. For each fee that goes unpaid after 45 days of the invoice date, a late fee of \$25.00, shall be added to the original fee. Any invoice with an associated late charge that has been unpaid for at least 60 days on November 1 of that year shall be automatically included as a lien on the tax bill of the property on which the false alarm occurred. There shall be an administrative surcharge of \$50 added to the invoice should such lien be required.

DOG FEES (Effective 1-1-2011):

\$20.00 unaltered dogs (includes state mandated \$3.00 surcharge).

\$10.00 altered dogs (includes state mandated \$1.00 surcharge).

\$ 0.00 There shall be no fee charged for the license issued for any detection dog, geese dog, guide dog, hearing dog, police work dog, service dog, therapy dog, war dog or working search dog; and any dog owned by a senior resident (resident of the Town age 65 or older)

Enumeration fee: \$5.00 per dog.

Replacement tag: \$3.00

Penalty for offense: Any person convicted of a violation of this article shall be liable to a civil penalty not exceeding \$250 and a charge for the boarding of said animal in an amount not to exceed \$50 per day.

Late Fee \$5.00 (effective 1-9-19, by Local Law 1 of 2019)

DOG VIOLATIONS: It shall be a violation, punishable as provided in subdivision two of this section, for:

- a) any owner to fail to license a dog
- b) any owner to fail to have any dog identified as required by this article
- c) any person to knowingly affix to any dog any false or improper identification tag, special identification tag for identifying guide, service or hearing dogs.

Violations of this article shall be subject to a fine, not to be less than twenty-five dollars (\$25.00), except that:

- a) Where the person was found to have violated this article within the preceding five years, the fine may not be less than fifty dollars (\$50.00); and
- b) Where the person was found to have committed two or more violations of this article within the preceding five years, the fine may not be less than one hundred dollars (\$100.00).

TAXATION: Chapter 87, Section 8, Article IV of the Code of the Town of Chester. 87-6

Duplicate copies of tax receipts	\$ 5.00
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LIST OF PROPERTY OWNERS:

\$75.00 for first 25 names and

\$ 1.00 each additional name

POLICE:

Photos	\$10.00
Resident MVA reports	5.00
Non Resident MVA rep.	10.00

MISCELLANEOUS FEES:

Photocopies \$.25/pg (max 9 in by 14 in)

\$.50/pg (11 in by 22 in.)

PEDDLER'S PERMIT: (revised 1/12/22)

\$185/1 month
\$285/2 months
\$685/6 months

TRANSIENT MERCHANT PERMIT: (revised 1/12/22)

\$485/3 months.

Zone change application	\$50.00
Street opening permit:	\$50.00 permit fee plus \$500
returnable bond Zoning Pamphlets	\$33.50 each -
Subdivision pamphlets	\$20.25 each
Return check fee	\$15.00 (all dept.)

RECREATION DEPARTMENT FEES (as of 1/8/20)

"Fitness Fees:

Resident

Non Resident

Age:

18-59

\$20/month

\$25/month

Age:

60+

\$10/month

\$25/month

Parks and Recreation Camp Registration Fees (as of 1/8/20)

<u>Resident</u>	<u>Non-Resident</u>	
One Week	One week	\$185
Two weeks	Two weeks	\$275
Three sessions	Three sessions	
(10% discount)	(10% discount)	\$742.50
Multi Child	Multi Child	
(5% discount/session)	(5% discount/session)	\$261.25

PARK FEE SCHEDULE AMENDED 1/12/2022

RENTER	PAVILION CARPENTER & COMMONS	CONCESSION CARPENTER & COMMONS	CARPENTER FIELDS	PULVIRENT	TENNIS COURTS	CARPENTER FIELD & COMMONS PARK
Resident	\$100	Inquire	\$75	\$65	TBD	
Non-Resident	\$150	Inquire	\$100	\$90	TBD	
Chester Commercial	1-49 (\$150) 50-99 (\$250) 100-250(\$400)	Inquire	\$100	\$90	TBD	
Non-Chester Commercial	1-49 (\$200) 50-99 (\$350) 100-250(\$500)	Inquire	\$125	\$115	TBD	
Travel (non tournament)	\$100 single use \$50 per use monthly 2+wk	Inquire	\$100 single use \$50 per use monthly 2+wk	\$90 single use \$50 per use monthly 2+wk	TBD	
Local Civic Non-Local Civic	\$50 \$75	Inquire	\$50 \$75	\$50 \$75	TBD	
Rec. League (TOC Approved) CUFSD	N/A	Inquire	N/A	N/A	TBD	
RENTAL TIME	4 hours +\$25 w/lights	Inquire	2 Hours +\$25 w/lights	2 Hours	TBD	
Seasonal Day Camp Rental Rate for Parks						Off hours \$100 p/day (Monday-Friday)

<u>Sugar Loaf Performing Arts Center Fee Schedule (effective 1/12/22)</u>					
<u>Theater</u>					
	<u>Rental Fee</u>	<u>Overtime</u>	<u>Restoration Fee</u>	<u>Lighting Person</u>	<u>Sound Person</u>
Weekday/Night 8 hour rental	\$2,500/8hrs		*1.00 Per Ticket	TBD	TBD
Weekend 8 hour rental	\$2,500/8hrs	\$250 p/hour	*1.00 Per Ticket	TBD	TBD
<i>* Discounted rates available for bulk booking dates at the discretion of the Town Board</i>					
<u>Pavilion</u>					
	<u>Rental Fee</u>	<u>Overtime</u>	<u>Restoration Fee</u>	<u>Lighting Person</u>	<u>Sound Person</u>
Weekday/Night 4 hour rental	\$750/4Hrs		TBD	TBD	TBD
Weekend 4 hour rental	\$750/4Hrs		TBD	TBD	TBD
<u>Big Lawn</u>					
	<u>Rental Fee</u>	<u>Utility</u>	<u>Restoration Fee</u>	<u>Lighting Person</u>	<u>Sound Person</u>
Weekday	TBD	N/A	N/A	N/A	N/A
Weekend	TBD	N/A	N/A	N/A	N/A
<i>* All rates subject to change</i>					
<i>* Civic organizations & not-for-profit in the Town of Chester will be considered on an individual basis at the discretion of the Town Board</i>					

TEMPORARY REDUCTION IN SUGAR LOAF PERFORMING ARTS CENTER FEE SCHEDULE (as of 1/12/22)

Theater

\$2,500 fee + \$1.00 per ticket (for Show) any day of the week.

Pavilion

\$750 fee (Party Rental)

\$750 fee + \$1.00 per ticket (Concert Rental)

Outside rental (no bathrooms): fundraiser/car show, etc. \$500

INVESTMENT POLICY FOR TOWN OF CHESTER, NEW YORK

I. SCOPE

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

II. OBJECTIVES

The primary objectives of the local government's investment activities are, in priority order.

- to conform with all applicable federal, state and other legal requirements (legal);
- to adequately safeguard principal (safety);
- to provide sufficient liquidity to meet all operating requirements (liquidity); and
- to obtain a reasonable rate of return (yield)

III. DELEGATION OF AUTHORITY

The governing board's responsibility for administration of the investment program is delegated to the Supervisor who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Town of Chester, New York, to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

V. DIVERSIFICATION

It is the policy of the Town of Chester, New York, to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

VI. INTERNAL CONTROLS

It is the policy of the Town of Chester, New York, for all moneys collected by any officer or employee of the government to transfer those funds to the Supervisor by the end of the month of deposit, or within the time period specified in law, whichever is shorter.

The Supervisor is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITARIES

The banks and trust companies authorized for the deposit of monies up to the maximum

<u>Depository Name</u>	<u>Maximum Amount</u>	<u>Officer</u>
Key Bank	\$ 1,500,000	
Sterling National Bank	\$ 3,000,000	Tom Nash
Orange County Trust	\$10,000.000	John Fracasse

VIII. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law, Section 10, all deposits of the Town of Chester, New York, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of "eligible securities" with an aggregate "market value" as provided by GML Section 10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.

2. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140 % of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.

3. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims - paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

IX. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by: Key Bank (Key Trust Company), Orange County Trust (Wilmington Trust) Sterling National (The Bank of New York Mellon) subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Town of Chester, New York or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

X. PERMITTED INVESTMENTS

As Authorized by General Municipal Law, Section 11, the Town of Chester, New York authorizes the Supervisor to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- * Special Time deposits accounts;
- * Certificates of deposits;
- * Obligations of the United States of America;
- * Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- * Obligations of the State of New York;
- * Obligations issued pursuant to LFL Section 24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Town of Chester, New York.
- * Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments.
- * Certificates of Participation (COPs) issued pursuant to GML Section 109-b.
- * Obligations of this local government, but only with any moneys in a reserve established pursuant to GML Sections 6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m or 6-n.

All investment obligations shall be payable or redeemable at the option of the Town of Chester, New York within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Town of Chester, New York within two years of the date of purchase.

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Town of Chester, New York shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Town of Chester, New York. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Supervisor is responsible for evaluating the financial position and maintaining a listing of proposed depositaries, trading partners and custodians. Such listing shall be evaluated at least annually.

XII. PURCHASE OF INVESTMENTS

The Supervisor is authorized to contract for the purchase of investments:

- i. Directly, including through a repurchase agreement, from an authorized trading partner.
- ii. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board.
- iii. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Town of Chester, New York by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, Section 10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

XIII. REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions:

- * All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- * Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- * Obligations shall be limited to obligations of the United States America and obligations guaranteed by agencies of the United States of America.
- * No substitution of securities will be allowed.
- * The custodian shall be a party other than the trading partner.

**RESOLUTION AMENDING THE PROCUREMENT POLICY
AND PROCEDURES OF THE TOWN OF CHESTER
REVISED 7/12/17**

WHEREAS, Section 104-b of the New York State General Municipal Law requires the governing body of every municipality to adopt internal policies and procedures governing the procurement of goods and services not subject to the competitive bidding requirements of Section 103 of the New York State General Municipal Law or any other law; and

WHEREAS, the Town Board of the Town of Chester (hereinafter the “Town Board”) did adopt such a Procurement Policy in 1992 and said Procurement Policy has been amended from time to time; and

WHEREAS, certain amendments to Section 103 of the New York State General Municipal Law, in particular the addition of a new subdivision (16) which allows for political subdivisions, “to make purchases of apparatus, materials, equipment or supplies, or to contract for services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies...as may be required by such county, political subdivision or district therein through the use of a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision or district therein...,” require the Town Board to further amend the Procurement Policy to allow for the Town of Chester to utilize the “piggybacking” provision provided for in such section; and

WHEREAS, these amendments have provided local governments with greater flexibility in awarding contracts by authorizing the award of purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to Article 8 of the New York State Labor Law) on the basis of best value; and

WHEREAS, with the increased complexity of the goods and services that the Town of Chester must obtain in order to serve taxpayers, it is critical to consider selection and evaluation criteria which measures factors other than cost in the strictest sense. Best value procurement links the procurement policy directly to the Town of Chester’s performance requirements, including, but not limited to, selection factors such as useful lifespan, quality and options and incentives for more timely performance and/or additional services. Best value procurement can provide much-needed flexibility in obtaining important goods and services at favorable prices, and can reduce the time to procure such goods and services.

NOW, THEREFORE, BE IT RESOLVED, that the Procurement Policy of the Town of Chester is hereby amended as set forth in the attached, effective immediately.

1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of Section 103 of the New York State General Municipal Law. Every town officer, board, department head, or other personnel with the requisite purchasing authority (hereinafter in this policy the “Purchaser”), shall estimate the cumulative amount of the items of supply or equipment needed in any given fiscal year.
2. All purchases of supplies or equipment or public works contracts exceeding Twenty Five Thousand Dollars (\$25,000.00), shall be formally bid in accordance with the provisions of Section 103 of the New York State General Municipal Law.
3. Purchases and public works contracts of less than Twenty Five Thousand Dollars (\$25,000.00) shall be handled as follows:
 - (A) Purchases between \$0 - \$2,499.00 require Department Head approval and should be left at their discretion. Highway clerical is included in the approval requirement.

- (B) Purchases between \$2,500.00 - \$9,999.00 are required to have no less than three (3) verbal quotes and shall be documented on the designated Town Procurement Policy Form. All such purchases are also required to have approval of the Town Supervisor, if budgeted. If the purchase request is not budgeted, then the Town Board needs to approve the request. Highway clerical is included in the approval requirement.
 - (C) Purchases between \$10,000.00 - \$24,999.00 require no less than three (3) written quotes, documented on the designated Town Procurement Policy Form and the approval of the Town Board. Highway clerical is included in the approval requirement.
 - (D) Purchases \$25,000.00 and above require competitive bidding. Highway clerical is included in the approval requirement.
4. Awards. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares a written justification providing the reasons why it is in the best interest of the Town to make an award other than to the lowest bidder. If the lowest bidder is not deemed to be responsible, facts supporting that determination shall be documented and filed at the time at which the award is made to other than the low bidder.
5. A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser shall document, in writing, the attempts made to obtain such proposals or quotations. The written documentation must be filed at, or prior to, the award of the purchase or public works contract. In no event shall the inability to obtain the required number of proposals or quotations be a bar to the procurement of the goods or the contract for public works.
6. Except as otherwise directed by the Town Board on a case-by-case basis, no solicitation of written proposals or quotations shall be required under the following circumstances:
- (A) Emergency Situations. Provided, however, that the purchase of supplies or equipment or the contract for public works proceeds in accordance with the provisions of the New York State General Municipal Law dealing with emergency acts.
 - (B) Acquisitions of Professional Services.
 - (C) Sole Source Situations. Provided, however, that the purchase of supplies or equipment or the contract for public works is documented in accordance with the provisions of the New York State General Municipal Law.
7. Best Value Contracts.
- (A) Definitions.
 - i. Best Value. Best Value shall mean the basis for awarding contracts for services to the offeror that optimizes quality, cost and efficiency, among responsive offerors. Such basis shall reflect, wherever possible, objective and quantifiable analysis. Such basis may also identify a quantitative factor for offerors that are small businesses or certified minority or women-owned business enterprises (as defined in Section 310, Subdivisions 1, 7, 15 and 20, of the New York State Executive Law) to be used in evaluation of offers for awarding of contracts for services, as defined by Section 163(1)(j) of the New York State Finance Law.
 - ii. Lowest Price. Lowest Price shall mean the basis for awarding contracts for commodities among responsive and responsible offerors, as defined by Section 163(1)(i) of the New York State Finance Law.
 - iii. Procurement Record. Procurement Record shall mean documentation of the decisions made and the approach taken in the procurement process, as defined by Section 163(1)(f) of the New York State Finance Law.

(B) Factors which may be used to determine “best value” and to award a contract to other than the lowest bidder are as follows:

- i. Cost of maintenance;
- ii. Product life;
- iii. Warranties;
- iv. Past performance, reliability or durability, and current or past experience with the provision of similar goods or services;
- v. Organization, staffing (particular abilities and/or experience) and the ability to undertake the type of complexity of the work;
- vi. Financial capability;
- vii. Record of compliance with all federal, state and local laws, rules and licensing requirements; and
- viii. Ability to meet the needs of the Town of Chester in a timely and accountable fashion.

(C) Best Value Award Methodology Requirements. Where the basis for an award of a purchase contract will be the best value offer, the purchaser shall, in all instances:

- i. Document in the procurement record as a component of the competitive award process and in advance of the initial receipt of offers, the determination of the evaluation criteria, which, whenever possible, shall be quantifiable, and the process to be used in the determination of best value and the manner in which the evaluation process and selection shall be conducted.
- ii. The solicitation shall prescribe the minimum specifications or requirements that must be met in order to be considered responsive and responsible and shall describe and disclose the general manner in which the evaluation and selection shall be conducted. Where appropriate, the solicitation shall identify the relative importance and/or weight of cost and the overall technical criterion to be considered by the Town of Chester in its determination of best value.
- iii. Reasonable efforts shall be made to ensure that the private and not-for-profit sectors in New York State are apprised of procurement opportunities, including by specifying the elements of a responsive and responsible bid and disclosing the process for awarding contracts, including, if applicable, the relative importance or weight of cost and the overall technical criterion for evaluating offers and ensuring the procurement is conducted accordingly.
- iv. Select a formal competitive procurement process in accordance with New York State General Municipal Law and other state law and guidelines established under the Town of Chester’s Procurement Policy and document the determination in the procurement record. The process of selection shall include, but may not necessarily be limited to:
 - 1) A clear statement of need;
 - 2) A description of the required specifications governing performance and related factors;
 - 3) A reasonable process for ensuring a competitive field;
 - 4) A fair and equal opportunity for offerors to submit responsive offers; and
 - 5) A balanced and fair method of award.
- v. Where the basis for the award is best value, documentation in the procurement record shall, where practicable, include a quantification of the application of the criteria to the rating of proposals and the evaluation results, or, where not practicable, such other justification which demonstrates that best value will be achieved. The Town shall maintain and retain all documentation used in the award process.

- vi. The determination to award a contract on the basis of best value shall be made by the Town Board. Such determination shall include the specific criteria applied in determining best value which shall reflect, wherever possible, objective and quantifiable analysis. The Town Board should use a cost-benefit analysis or other similar process to demonstrate quantifiable value or savings from non-price factors that offset the price differential of lower price offers.
 - vii. In the event that no best value election is made, purchase contracts will continue to be awarded to the lowest responsible bidder furnishing required security.
 - viii. This resolution shall not apply to purchase contracts for the following:
 - 1) Any purchase contract necessary for the completion of a public works contract pursuant to Article 8 of the New York State Labor Law; and
 - 2) Any purchase or procurement of goods and/or services otherwise excluded by law from best value purchasing standards, whether now existing or hereafter arising.
8. Piggybacking. The Town may piggyback onto another governmental contract in accordance with Section 103(16) of the New York State General Municipal Law and upon consultation with the Town Attorney.
- (A) Contracts Subject to Piggybacking. Pursuant to Section 103(16) of the New York State General Municipal Law, purchases of goods and services may be made through the use of contracts let by the United States or any agency thereof, any state or any other political subdivision or district therein. The contract must be let in a manner consistent with New York State competitive bidding law and the contract must be made available for use by other governmental entities. Piggyback contracts are not subject to the competitive bidding requirements contained in Section 103 of the New York State General Municipal Law.
- (B) Authorization to Piggyback. Pursuant to, and in accordance with, Section 103(16) of the New York State General Municipal Law, the Town of Chester is hereby permitted to piggyback off of other municipal contracts, as described above, as well as, in the Town of Chester's discretion, make available its own purchase and public works contracts to other appropriate municipalities.
9. This policy shall be reviewed annually by the Town Board at its first regular meeting in every calendar year, beginning in 1993, or as soon thereafter as is reasonably practicable.

**TOWN OF CHESTER
1786 KINGS HIGHWAY
CHESTER, NEW YORK 10918**

PROCUREMENT POLICY FORM

If an item is required immediately and it is necessary to telephone various vendors to obtain the best, price, please fill in the information below:

ITEM _____

DATE OF CALL: _____

VENDOR: _____

PHONE NO.: _____

NAME OF PERSON: _____

PRICE: _____

VENDOR: _____

PHONE NO.: _____

NAME OF PERSON: _____

PRICE: _____

VENDOR: _____

PHONE NO.: _____

NAME OF PERSON: _____

PRICE: _____

AUDIT OF CLAIMS

ON A MOTION OFFERED BY Councilwoman Smith and second by Councilman Ardisana to approve payment of the bills from the following accounts:

GENERAL FUND	\$164,739.17
GENERAL - PART TOWN	63,223.48
HIGHWAY – TOWN WIDE	60,297.86
HIGHWAY – OUTSIDE	2,532.28
FIELDCREST WATER	4,215.41
LAKE HILL FARMS WATER	2,586.76
SUGAR LOAF HILLS WATER	2,192.60
SURREY MEADOWS WATER	6,495.24
GARBAGE DISTRICT	47,150.80
WALTON LAKE WATER	12,355.24
TRUST AND AGENCY	<u>23,062.06</u>
Grand Total	\$388,850.87

VOTE: AYES 5: Valentine, Ardisana, Courtenay, Holdridge, Smith

ADOPTED

ACCEPTANCE OF MEETING MINUTES

ON A MOTION OFFERED BY Councilwoman Smith and second by Councilman Courtenay to accept the Town Board Meeting Minutes of December 18, 2021 and December 29, 2021 as presented by Town Clerk Linda Zappala.

VOTE: AYES 5: Valentine, Ardisana, Courtenay, Holdridge, Smith

ADOPTED

OAK WOODS SUBDIVISION

Planning Board Chair Don Serotta presented the Oak Woods Subdivision Cluster plan, fronting Camp Monroe Road, currently in front of the Planning Board. He provided a copy of the plan to the Town Board. He explained the question concerns the space to be dedicated. He provided a historical account of the land. Previously, the land had been subdivided into 3 lots. 33 acres on the ridge was dedicated to the Town with access to wells and Lake Hill Farms. 99 acres went to Camp Monroe and 26.9 acres was subdivided and sold to John Sorrentino which, under the AR-3 rezoned by the Town of Chester, allows for 3 acre lots. The accepted yield plan included 7 lots and the cluster plan contains 6 lots on 12.7 acres. The 14.2 acres as open space are contained on lots 3 and 4, and could not be subdivided. He remarked how in the past the Town took open space when there was purpose. As with Ashford Estates that allows the Town to develop a solar farm, and Juniper Woods which provides access to Goosepond and well development for Walton Lake Estates Water District. However, with the Eagle Crest Development of 25 homes on approximately 100 acres; since the property straddled the roadway, open space went to the HOA, with 25 acres on the other side of the road going for ag development. He said that he and the Planning Board do not see a benefit for the Town to take the property, as we would lose tax revenue and give liability to the Town. The new owners will have to maintain and pay taxes on the property. A conservation easement would apply and allow the Code Enforcement Officer access two times per year to inspect. Councilwoman Smith stated the parcel doesn't have road access. Chairman Serotta stated the Planning Board wouldn't leave land locked, but access would have to go through the lots. He mentioned that the Monroe plan, on 13 acres, includes 6 lots with additional open space, attached to the lots. Councilman Holdridge asked about the conservation easement and the possibility of taking land from the Monroe piece to gain road frontage. Chairman Serotta asked for what good purpose and, moreover, it had not been offered. Councilman Courtenay asked if the Trail Conference was interested. Chairman Serotta spoke on the history of the NYNJ Trail Conference Highlands Trail Cornwall to Goosepond Park to attach to the Appalachian Trail. He added that after many attempts to contact the Trail Conference, he recently received a call from their attorney. It appears they may have interest in obtaining an easement or ownership of a 25ft-50ft piece to use as a gravel trail, which would have to be put in by the

developer. He added that a final decision has not been made and the Public Hearing will be at the next meeting. Supervisor Valentine added that he is not in favor from a liability standpoint as the property would have hidden and use issues as well as not being a benefit to the entire Town. Councilman Holdridge asked about the wetlands and whether a planner had been called in. Chairman Serotta said that a portion of land is allowed to be disturbed and culverts will be installed for proper drainage. He said planners are not generally called in on smaller projects. Supervisor Valentine explained, in his experience as a developer for subdivision of up to 60 lots, most times there is not a planner called in. Councilman Holdridge asked whether this was brought to the Board. Supervisor Valentine replied he considered the value to the Town and realized it was still going through the planning process. He asked Chairman Serotta to report on the outcome of the Trail Conference's interest. Councilwoman Smith said she would not be in favor of taking a land locked property.

WARWICK VALLEY HUMANE SOCIETY CONTRACT

ON A MOTION OFFERED BY Councilwoman Smith and second by Councilman Holdridge to accept the contract from the Warwick Valley Humane Society as Animal Control for the Town and allow the Supervisor to sign same.

VOTE: AYES 5: Valentine, Ardisana, Courtenay, Holdridge, Smith

ADOPTED

CHESTER FIRE DEPARTMENT

Supervisor Valentine read the request from the Chester Fire Department in regard to their rebuilding of the Trout Brook Fire House.

ON A MOTION OFFERED BY Councilman Courtenay and second by Councilman Ardisana to approve the Chester Fire Department to connect to the force main, pending decision from the Town of Monroe and legal review.

VOTE: AYES 5: Valentine, Ardisana, Courtenay, Holdridge, Smith

ADOPTED

NEW YORK TRANSCO, LLC MS4

Supervisor Valentine addressed the request for MS4 approval for the power line and substation, as approved by Engineer Fusco.

ON A MOTION OFFERED BY Councilwoman Smith and second by Councilman Courtenay to allow Supervisor to sign the MS4 documents for New York Transco, LLC, as Officer.

VOTE: AYES 5: Valentine, Ardisana, Courtenay, Holdridge, Smith

ADOPTED

BORREGO SOLAR PROJECT

Supervisor Valentine acknowledged the request from Borrego Solar requesting approval of the option and lease agreement and project approval. The matter was tabled for attorney review.

GREENS OF CHESTER WATER AND SEWER WORKS TRANSPORTATION CORPORATIONS

Supervisor Valentine acknowledged receipt of the request from the Greens of Chester requesting approval of the Water and Sewer Works Transportation petitions. Engineer Fusco remarked he had discovered a minor typographical error thus far. The matter was tabled pending further engineering and legal review.

HIGHWAY GENERATOR PURCHASE

Supervisor Valentine read the request from Highway Superintendent Reilly in regards to the purchase of a generator, to be reimbursed through a DASNY grant.

ON A MOTION OFFERED BY Councilwoman Smith and second by Councilman Courtenay to approve the increase of appropriation to the A5132.2 account in the amount of \$16,965 for the purchase of a generator.

VOTE: AYES 5: Valentine, Ardisana, Courtenay, Holdridge, Smith

ADOPTED

LIVESTREAM EQUIPMENT PURCHASE APPROVAL

Supervisor Valentine explained that equipment being used for the Town Hall meetings will be repurposed to the Sugar Loaf Performing Arts Center and bids were obtained for new, hard wired and permanent equipment with installation costs. Councilman Courtenay added that this will allow the upgrade necessary to air meetings on our local television channel. According to the Town of Chester Procurement Policy, the following written quotes have been received.

Diamond Grade Media	\$20,457.87
Fresh Bean, LLC	\$21,266.99
Electric City Pictures, Inc.	\$20,956.91

ON A MOTION OFFERED BY Councilwoman Smith and second by Councilman Courtenay to approve the purchase of livestream equipment and installation from low quote Diamond Grade Media \$20,457.87.

VOTE: AYES 5: Valentine, Ardisana, Courtenay, Holdridge, Smith

ADOPTED

SUGAR LOAF PERFORMING ARTS CENTER BEVERAGE SALES

Supervisor Valentine updated the Board that OME (Orange Motorsports and Entertainment) has shown interest in providing a rider to their lease for performance space, as a separate concession agreement, with improvements to be made and split of revenue. Previous RFP's have not been responded to. Attorney Bonacic noted that the vendor sent a proposed addendum to the contract to present for Board approval. Attorney Bonacic is to negotiate the contract on the Town's behalf.

WATER ADMINISTRATOR APPOINTMENT

Supervisor Valentine stated that Tom Becker has graciously offered his assistance as Water Administrator for the Town. He is an expert in water and holds that licensing necessary to keep the Town in compliance as well as knowing the Health Department mechanics and Town issues. The salary would be paid for by the Town's five water districts.

ON A MOTION OFFERED BY Councilman Holdridge and second by Councilman Courtenay to appoint Tom Becker as Water Administrator for a maximum duration of nine months at a prorated salary of \$30,000 per annum.

VOTE: AYES 5: Valentine, Ardisana, Courtenay, Holdridge, Smith

ADOPTED

PRESERVATION FUND DISCUSSION

Councilman Courtenay addressed this issue with the Board. He said we cannot go down the same rabbit hole, as the current administration has not shown their support. He suggested to generate revenue we must find a different way, possibly funding by residents. Supervisor Valentine suggested getting in touch with the Town of Warwick as they have had a very successful program and would know. A Preservation Committee could be formed. He added that, in 2025, \$300,000+ would be pulled from the budget that is now earmarked for repayment of the Knapp's View debt.

SUGAR LOAF PLAYGROUND DISCUSSION

Councilman Holdridge commented that he has received interest from residents to create a playground on the Sugar Loaf Performing Arts Center property. He said it would be a great idea for Sugar Loaf with no major downside. He said Lowe's would donate for the project, as well as other businesses lining up to assist, and Senator Skoufis could provide reimbursement through a grant. Supervisor Valentine said there should be a group meeting with Town Board members and the engineer to look at the site for a safe and maintenance-light project. Councilman Holdridge is to take the lead on this project.

DOG PARK DISCUSSION

Supervisor Valentine discussed the available property on Pond Road which, as per DEC, is wetlands' allowable. There could be parking in front and the land could be graded, recessed and fenced. Engineer Fusco is to draw a plan.

ASSOCIATION OF TOWNS DELEGATE

ON A MOTION OFFERED BY Councilwoman Smith and second by Councilman Ardisana to appoint Robert Valentine as Delegate and Robert Courtenay as Alternate Delegate for the Association of Towns annual meeting on February 23, 2022.

VOTE: AYES 5: Valentine, Ardisana, Courtenay, Holdridge, Smith

ADOPTED

COUNTY COVID TESTING SITE

Councilman Holdridge voiced his concern about the uptick in COVID cases and how Orange County does not have a testing site. He said the Town should ask the State to locate a site in Orange County.

ON A MOTION OFFERED BY Councilman Holdridge and second by Councilman Courtenay to allow Councilman Holdridge to draft a letter to the Governor for the Town Board's signature.

VOTE: AYES 5: Valentine, Ardisana, Courtenay, Holdridge, Smith

ADOPTED

REPORTS

Supervisor Valentine read the following reports into the Minutes.

Engineer's Development Report

1. Greens at Chester: The Greens project has not released any turbid water. SWPPP systems operating properly.
2. Cappelli Sports (Primo Sports): Paperwork is being finalized for road dedication.
3. Warwick Ridge: Paperwork is being finalized for road dedication.
4. We completed the request from the Orange County Consultants for Orange County Sewer District #1 for future expansion.
5. We are beginning to work on Surrey Meadows sewer relining or repair.
6. Walton Lake Water District wells are being reviewed and grant paperwork was prepared.
7. Looking at dog park and playground as requested.
8. We completed Tectonics questionnaires.

Police Department – December 2021

During the month of December, the Town of Chester Police Department remained active in the community. We continued to take a proactive stance towards detecting crime and enforcing the laws, while maintaining our overall objective of community commitment. In December, the police department responded to 214 calls for service. Officers patrolled for 12,669 miles during the month. A breakdown of the criminal and non-criminal activity for the month is included below:

CRIMINAL ACTIVITY

The Town of Chester Police Department made 9 arrests during the month. A summary of the arrests is as follows:

6	charged with Suspended Driver License or Vehicle Registration misdemeanors
1	charged with Petit Larceny
1	charged with Harassment
1	taken into custody for an active warrant from the Town of Wallkill Court

NON-CRIMINAL ACTIVITY

In addition to the arrests listed above, officers also responded to other calls for service. A summary of those calls for service is as follows:

36	medical calls
17	residential, commercial and automatic fire alarms
12	domestic disputes, family court matters and other disputes
11	animal complaints
11	reports of suspicious Conditions, people and/or vehicles
0	motor vehicle crashes with injuries
3	motor vehicle crashes without injuries
5	motor vehicle crashes involving deer

Officers also issued 121 uniform traffic tickets during the month.

SEX OFFENDERS

There were no changes to the sex offender registrations for our residents in December.

LEVEL	BEGINNING OF MONTH	END OF MONTH
1	1	1
2	1	1
3	0	0
TOTAL	2	2

COMMUNITY POLICING

During the month, Town of Chester police officers assisted members of the community in many ways. Some of the community policing activity is listed below.

Officers completed 5 house security checks and 1202 business security checks.

Officer Santosky-Wright worked with the Sugar Loaf Chamber of Commerce to provide our support and involvement with multiple events in the hamlet during the month, including the menorah lighting, tree lighting and horse carriage rides. She will continue to maintain contact with them to offer our assistance as needed.

There were two child safety seat inspections completed in December. Sergeant Dugan and Officers Bird, Weinstein, and Stack continue to remain available for child passenger safety seat checks and installations.

Officers Chambers and Calderone continued visiting stores and meeting with businesses in the town to update our contact info as needed. All of those contacted so far have reported no problems at their respective locations and most of the owners were pleased that we visited. The also visited Chester Collision at their new location on Black Meadow Road, where they have recently moved from the Village of Chester.

TRAINING

Chief Doellinger attended training to become an instructor for Recognizing the Cannabis Impaired Motorist training at the police academy in Middletown on December 2nd.

Admin Sgt. Vitale and Del. Slaughter attended a seminar on December 9th in Goshen on Mobile Device Location.

Admin Sgt. Vitale attended DCJS training in Rockland County on NY Law Enforcement and the Law on December 14th.

Monthly training was held on December 14th in our training room. All officers were in attendance except PO Perez (quarantine), PO Dunlop (maximum hours worked), and PO Maglione (other job). The training was a review of our pursuit policy, an overview of new policies of the DA and a review of information regarding FOIL requests and the repeal of CSL 50a.

Departmental firearms qualifications continued in December at the Port Jervis range. Three officers attended on December 15th and the last remaining officer completed training at the Master Class range on December 20th.
New

Officer Stenta also completed his qualifications at the Master Class range on December 21st.

Training on UTV operation continued in December with one additional officer completing the training.

MISCELLANEOUS

Commercial vehicle enforcement details were held on December 1st and 15th in conjunction with the NYS Department of Transportation. Eleven vehicles were inspected and five unsafe vehicles were taken out of service with major violations.

Officer Grahn participated in the Suffern Holiday Parade with our newest patrol vehicle on December 4th. Part-time Officer Antonio Stenta was hired on December 8th and began working on December 14th. An officer was present to assist with the Santa at the Rec Center event on December 10th.

Officers monitored traffic and performed foot patrols during the Sugar Loaf Chamber of Commerce's annual holiday celebration and tree lighting on December 11th.

Officers were present for the annual Toys for Tots train visit to Sugar Loaf Crossing on December 12th.

Officers were present for the Bruderhof's Outdoor Caroling and Live Nativity Event at the Bellvale Community campus on December 17th.

Chief Doellinger attended the press conference at Dana Distributors in Goshen on December 29th for the Safe Ride Home program for New Year's Eve.

SCHEDULING

There were 308 hours of overtime paid in December.

Part-time police officers were used for 164 hours of patrol coverage (152 regular hours and 12 overtime hours).

Shift Coverage	202
Stop DWI Enforcement Patrols	41
Departmental Training (Firearms, Monthly Training)	25.25
Commercial Vehicle Enforcement Detail	18
Court Security Details	10
Court/Hearings	9
Late Calls/Arrests	2.75

Animal Control Report – December 2021

During the month of December 2021, the Town of Chester Police Department responded to 11 animal complaints and investigated 5 motor vehicle crashes involving a deer. A breakdown of the complaints for the month is included below:

- 2 of the calls for service were for deceased or injured deer
- 2 of the calls for service were for loose, lost or found dogs
- 2 of the calls for service were for welfare check on a dog(s)
- 1 of the calls for service was for a loose cow
- 1 of the calls for service was for a sick raccoon
- 1 of the calls for service was for a dog that attacked a deer
- 1 of the calls for service was for a person bitten by a dog
- 1 of the calls for service was for an injured owl

Warwick Valley Humane Society – December 2021

All totals include calls from the Town of Chester, Village of Chester, Village of Sugar Loaf, and Orange County 911 Center for calls located within the geographic area of the Town of Chester.

Number of calls received	8	2 Police, 8 other
Number of times ACO dispatched calls:	0	
Number of dogs impounded by ACO:	0	
Number of dogs impounded by Police	0	

Number of dogs returned to owners:	0
Number of after hour call-outs:	0
Amount of impoundment fees paid to Town:	\$0
Amount of license fees collected:	\$0
Amount of impoundment fees paid to Town:	\$0
Amount of license fees paid to Town:	\$0
Number of hours of enumeration:	1 hr.
Number of bite reports received:	0
Number of appearance tickets issued:	0
Number of unlicensed dogs:	12
Status of unlicensed dogs: - 12 Notices to Comply prepared for delivery	
Number of Chester cats admitted to shelter:	2

Status of unlicensed dogs: • 12 Notices to Comply prepared for delivery

Number of Chester cats admitted to shelter: 2
 Location of enumeration: Preparation of 12 Notices to Comply: various addresses

Other: Received complaint about a dog with a broken leg infested with maggots at 519 Laroe Road, ACO dispatched, dog was removed earlier by a rescue but ACO found neglectful conditions consisting of multiple animals. 6 horses, 3 dogs and 2 cats were surrendered to Warwick Humane. 3 of the horses and 1 cat in need of immediate veterinary care. Assistance provided by Officer Wright
 Involved parties: Donna Fritz, Mark Lane, DVM, Angels in Waiting rescue, pet dealer Linda Blake

SNR certificates sold in December: 4
 NOTE: SNR certificates are available by appointment only

Note: Shelter is open by appointment only Monday through Sunday, 12-4pm for pre-approved adoptions, return to owners and SNR certificates, visitors and volunteer

TOWN BOARD COMMENTS

Councilman Ardisana said it was a pleasure to be elected after serving nine months prior on the Board. He said the Town Board needs to work together and not have one individual stand out.

Councilman Courtenay thanked the Town residents for putting their faith in him to be re-elected. He said he is passionate about moving the PDR and getting around the issues. He said he convened with Assemblyman Schmitt’s roundtable for PTSD for veterans. He remarked that less than \$1 is earmarked for vets and 1st Responders and the roadblocks they face are mind-boggling. He said in a legislators meeting, it was discussed that no one knows there is 311. He would like to have that posted to our digital sign, if we can. He participated in a COVID test distribution with Assemblyman Schmitt and the Mayor in Washingtonville. He noted the last Police Community Relations meeting had to be cancelled but said his contact info is now on our website. If anyone wants to address any issues and concerns, they will be disseminated to the committee.

Councilwoman Smith said she is trying to find an attorney to help with the ward system, but has not received a call back. She asked if Attorney Bonacic could advise.

Councilman Holdridge extended his gratitude and hope to do the residents proud and do his best. He said he is willing to help out with the ward system work and thinks it is good for the townspeople and community. He announced the Eagle Scout fundraising project to replace the sign in Sugar Loaf. He asked if the information will be posted on the Town's website. The Town Clerk said she will post the flyer he provides. He announced COVID test distribution by Senator Skoufis at 4pm at the Chester Academy on January 13th. The next Planning Board Meeting on February 2nd and ZBA Meeting on January 13th. He added that if any resident has an issue to contact him as he believes constituent service is important.

Town Clerk Zappala thanked the residents for their support and looks forward to continue to serve the residents of the Town.

Supervisor Valentine offered his good luck to the newly elected adding that it is rewarding. He noted the retirement of Sargent Slowick after 19 years of service and wished him good luck.

PUBLIC COMMENTS

Larry Dysinger, Odyssey Drive, gave his views on the Town Board's responsibilities to adopt, update and maintain the Master Plan, zoning, infrastructure needs, capital improvement, risk management, financial planning, code enforcement, contracts and day-to-day workings of the Town. He asked if the Board has developed an annual business goals and objective. Supervisor Valentine said he has. He suggested revisiting the 2015 Master Plan since it takes 12-18 months to update. He said the two warehouse projects that have been approved will add more traffic to the 17M and Kings Highway interchange and suggests the Town Board work with the Village, County and State to make improvements there. He reminded the Board that the Village of Chester is not enforcing their building code and the Town Board must do something to hold the Village accountable. Councilman Holdridge said he is working with Councilman Ardisana to get in contact with the NYSDOT.

Josh Koff, Sugar Loaf said the traffic situation needs to be addressed, and a traffic study should be conducted. Supervisor Valentine said all the roads are not the Town's and the only thing we can do is contact the municipality and complain.

Tracy Shuh, Preservation Collective, said she came to express her displeasure from hearing how her name was mentioned. She said she is trying to help, as a member of the community, but it is not being handled right. With regard to the Oak Woods subdivision, the Town is not looking at the big picture and they should look at options to take the open space for free. She said she doesn't understand how the Town can speak about land preservation but disregard opportunities. She added that if the Trail Conference takes the land it would be great. She said there should be coordinated review with Town of Monroe. She added the geologist saw problems with the development and the public hearing was in haste. She also suggested the Board look at the park plan and update, via a grant, to add passive and active parks.

Tom Becker thanked the Board for acknowledging his expertise. He addressed the step test for WLE that was approved at the December 29th Board meeting and will forward to the contractor to confirm work approval. He said the lift repair is underway at the Highway Department. Tom forwarded a guideline used for the Rock to the attorney and some members of the Town Board for review and would like to get it finalized so the developer can decide before it gets to the Planning Board.

Maria Arias asked for an explanation of the 6 hour-day. Town Clerk Zappala explained that is the calculation that is used for determining service credits for members of the retirement system.

Lydia Cuadros was opposed to the playground idea and asked if the salaries would be posted. Town Clerk Zappala replied that it would be contained in the Minutes of the Meeting.

Chris Mauer also opposed the playground project. Councilman Holdridge said there would be a public hearing to make everyone happy. He announced the zoom meeting to be held on January 18th.

ADJOURNMENT

ON A MOTION OFFERED BY Councilman Courtenay and second by Councilwoman Smith to adjourn the meeting, there being no further business brought before the Board.

VOTE: AYES 5: Valentine, Ardisana, Courtenay, Holdridge, Smith

ADOPTED

Respectfully submitted,

Linda A. Zappala
Town Clerk
2022-01-12